

**CDBG Policy Committee Meeting**  
**August 30, 2005**  
**MINUTES**

**Present:**

Jerry McNeely, Commissioner, Southeastern Utah ALG  
Constance Robinson, Mayor, Paragonah - FCAOG  
McKay Willis, Mayor, Laketown - BRAG  
Mike McKee, Commissioner, Uintah County - UBAG  
Lewis Marchant, Mayor, Kamas City – MAG

**Excused:**

Chesley Christensen, Mayor, Mt. Pleasant City – SCAOG  
Carol Page, Commissioner, Davis County - WFRC

**Guest:** Kent Sulser, Davis County Economic Development

**AOG Staff:**

Edwin Benson, Six County AOG; Heidi DeMarco, Mountainland AOG; Diane Lamoureux, Five County AOG; LaNiece Dustman, Wasatch Front Regional Council; Yankton Johnson, Uintah Basin AOG; Debbie Hatt, Southeastern Utah ALG; Glen Busch, Bear River AOG

**DCED Staff:** Richard Walker, Keith Heaton, Glenna Matekel, Cheryl Elliott, and Julie Tuimauga

**Action Items:** The AOG staff will identify their regional resources and needs for the Homeless Housing Plan. The staff will also prioritize needs in their regions; needs will be given an approximate dollar value.

1. **WELCOME/INTRODUCTIONS, Commissioner Jerry McNeely:** The meeting was held at the Department of Community and Culture, Conference Room 501, at 324 South State Street, #500 in Salt Lake City. The meeting started at 1:30 p.m. The minutes from the retreat on June 23, 2005 were accepted as written.

**Motion: Mayor Robinson made a motion to accept the minutes. Mayor Willis seconded the motion and the motion carried.**

**2. STATUS/REVIEW OF THE INTERIM LOANS, Keith Heaton:**

- **Temkin International** has received the \$2 million loan requested. Temkin is in the process of remodeling the warehouse in Payson to fit their administrative and business needs; equipment is also being moved to the new location.
- **Barnes Bullets** was not able to secure the loan with a letter of credit from their bank. In addition, the company would not be able to make payments as per terms of the loan.
- **CDFI** is still working in securing letters of credit for 'REVV' and 'R-Squared' which are companies seeking loans.

3. **CONSOLIDATED PLAN UPDATE, Richard Walker:** Richard reported that he met with representatives from four of the seven regions in the state regarding the Homeless Housing Plan outline distributed in April. He briefed those at the meeting on the outline and what he needs from each region to put the Plan together. There are resources available to put the regional plan together and the State Community Services Office also provides support if needed. The AOG staff representatives were asked to identify regional resources and needs. Additionally, they were asked to prioritize the needs and give each one an approximate dollar value.

The Consolidated Plan will be due on Jan 2, 2006.

The policy committee members and AOG staff members were invited to a Homeless Summit convening on October 5, 2005 at the Southtowne Expo Center in Sandy.

4. **ONE PERCENT TECHNICAL ASSISTANCE SET-ASIDE, Keith Heaton:** An opportunity was given to the AOG staff to discuss how the one percent technical assistance set-aside is being used in their respective regions. From the discussions, most of the regions use this money to compile their Consolidated Plan. Keith advised everyone that the state is considering using the funding to implement a GIS (Grant Information System) for the department in the near future.

**Motion: Commissioner McKee made a motion to approve the one percent technical set-aside for the year 2006. Mayor Marchant seconded the motion and the motion carried.**

5. **2006 APPLICATION GUIDE POLICIES AND PROCEDURES, Keith Heaton:** A copy of the Application Guide was distributed to each member in the meeting. Keith reviewed the manual and asked for a motion to approve the updated Application Guide Policies and Procedures.

**Motion: Mayor Robinson made a motion to approve the updated 2006 Application Guide Policies and Procedures Manual. Mayor Marchant seconded the motion and the motion carried.**

6. **HOW TO APPLY WORKSHOP DATES, Julie Tuimauga:** Julie quickly went over the dates of the 'How To Apply' workshops throughout the state. An applicant from another region will need to get prior approval from the hosting region before they could attend a workshop at that location.
7. **INFORMATION/NEWS:** Keith reported that while attending the Western States CDBG Conference he found out that the state of Montana uses the RDA (Rural Development Agency) instead of a letter of credit for float loans. Keith is looking for more details on how this is achieved.
- **Proposed funding** cuts for the CDBG program are still on the horizon. The Executive Branch of the federal government proposed consolidating the program and eliminating some of its processes i.e. Economic Development

- **State CDBG Week** – HUD had let each state decide the week to celebrate community development. The Mountainland region will host this year's CDBG week and will highlight the new Temkin International's location in Payson. The exact date for the CDBG week is forthcoming.

**8. OTHER BUSINESS:**

- **Expiring Terms:** The following representatives will have terms expired coming up in December. Keith requested submission of names for the governor's office to make new appointments. He also asked to submit two alternate members' names.
  - i. Mayor McKay Willis – Bear River AOG
  - ii. Commissioner Carol Page – Wasatch Front Regional Council
  - iii. Mayor Chesley Christensen – Six County AOG
  - iv. Mayor Constance Robinson – Five County AOG

**9. NEXT MEETING/ADJOURN:** February 28, 2006 – Department of Community & Culture  
There being no further items of discussion, the meeting was adjourned at 3:30 p.m.